

# *Stockbridge-Munsee Community*

Band of Mohican Indians  
Human Resource Department

## POSITION DESCRIPTION

**POSITION:** Physician/Medical Director

**POSTING DATE:** 2-11-11

**LOCATION:** S/M Health and Wellness

**CLOSING DATE:** Until Filled

**SALARY:** Negotiable with Contract Exempt

**PAYGRADE:**

**Reports to:** Director of Health Center      **Department:**

**GENERAL RESPONSIBILITIES:** Responsible for the diagnosis, care, and treatment of patients in ambulatory care. Provides direct supervision of the other medical providers, the nursing manager, the laboratory manager, and the radiology department manager. Provides medical input into policies, protocols, and procedures of the clinic. Provides medical oversight to the laboratory, radiology and behavioral health departments. Serves as an advisor to EMS, Community Health, Ella Besaw Center, etc. This is an exempt position and reports directly to the Director of the Health Center.

### DUTIES:

1. Assumes the role of the medical director of the clinic.
2. The Physician will provide overall supervision of the medical providers.
3. Provides direct supervision to the laboratory manager, radiology department manager, and the nursing manager
4. Provides direct patient medical care.
5. Prescribes appropriate medication.
6. Prescribes medically orientated treatment regimens.
7. Review patient charts to assure conformance with patient protocols.
8. Provides medical education and updating of staff.
9. Provides medical input into clinic policies, procedures, and protocols.
10. Provide input into medication and medical supplies.
11. Administers or prescribes treatment and drugs.
12. Advises patients concerning diet, hygiene, and methods for prevention of disease.
13. Serve as the provider champion for the implementation and maintenance of electronic health records.
14. Refers patients to medical specialist or other practitioner for specialized treatment.
15. Conducts physical examinations.
16. Acute and chronic disease management of patient population.
17. Medical advisor and support for the EMS program, Behavioral Health Program, Community Health, and Ella Besaw Center (CBRFø).
18. Active member of Quality Assurance Committee, Electronic Health Record Committee, Managed Care Committee, Director meetings, etc. as assigned.
19. Establish, review, and maintain medical standards with the aim of assuring the quality of medical care provided to clinic patients.
20. This shall include reviewing professional credentials and delineating the roles and responsibilities of the medical staff. These shall be reviewed every two years in conjunction with annual staff evaluation and annual clinic patients.
21. Assist with review of medical protocols.
22. Participate in a peer review system which includes:
  - A) Problem identification by monitoring discussions at provider meetings.
  - B) Patient care protocols reviews.
  - C) Quarterly medical charts audits-policy, goals, and implementation.
  - D) Continuing medical education (CME) policy and goals.
23. Must maintain an acceptable departmental attendance record.
24. Must be reliable and prompt when reporting to work.

25. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
26. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
27. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor

**QUALIFICATIONS:**

1. Current license to practice as a physician in the State of Wisconsin.
2. Current CPR Certification required.
3. Ability to work under pressure maintains personal composure, evaluate situations and act/react appropriately, and use tact in dealing with visitors, patients, and difficult situations.
4. Ability to identify and maintain confidential material.
5. Substantial interpersonal skills necessary to instruct patients and their families and to collaborate with health team members.
6. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
7. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
8. Must pass pre-employment drug and health screening. Must adhere to the Tribes' Drug and Alcohol Free Workplace Policy during the course of employment.

**SUBMIT APPLICATION TO:**

Human Resource Department  
P.O Box 70  
N8705 Moh He Con Nuck Rd  
Bowler, WI 54416

Apply online at: [www.Mohican-nsn.gov](http://www.Mohican-nsn.gov)

**WE ARE A DRUG FREE EMPLOYER.**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE.**

**The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.**

New Position:  
Revised Position:

Tribal Council Approved:  
Tribal Council Approved: 2-25-00